

Employee Self-Service

Updating W-4 Tax Information

Employees will have access within Employee Self-Service that will allow the ability to view and/or update their Form W-4 Tax Information.

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld. Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Important Reminders:

- For detailed information on how to complete your W-4, please refer to the IRS W-4 page: http://www.irs.gov/file_source/pub/irs-pdf/fw4.pdf
- Your online W-4 submission updates your Federal Tax Data only. If you need to update your State Withholdings, you must submit a written request.
- Employees of Agencies that utilize the MassHR Employee Service Center (ESC) should contact the ESC with W-4 related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use the ESC should contact their Agency Human Resources or Payroll Department with W-4 related questions.

W-4 Tax Information:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the SELF SERVICE link located in the menu box.
3.	On the SELF SERVICE page, click on the PAYROLL AND COMPENSATION link to access your Payroll and Compensation page.
4.	Click the W-4 TAX INFORMATION link.
5.	Home Address and Mailing Address: <ul style="list-style-type: none">• Please be sure to verify the Home and Mailing address, if both are present,

Step	Action
	on your W-4 Tax Information. If you need to update either your Home and/or Mailing Address, please refer to the Job Aid on the MassHR Employee Service Center Website: <i><u>Employee Self-Service: Updating Personal Information.</u></i>
6.	<p>W-4 Tax Data: Complete as necessary for your Tax Information.</p> <ul style="list-style-type: none"> • Enter total number of Allowances you are claiming • Enter Additional Amount, if any, you want withheld from each paycheck • Indicate Marital Status: Single or Married • Select the check box: Select Single status if married but withholding at single rate. <i>Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.</i> • Select the check box: Check here if your last name differs from that shown on your social security card. <i>You must call 1-800-772-1213 for a new card.</i>
7.	<p>Claim Exemption: Complete if necessary for your Tax Information. In order to claim an exemption from Federal Withholding, as an employee, you must meet BOTH conditions list below:</p> <ul style="list-style-type: none"> • Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND • This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. <p>If you satisfy both conditions, you will need to indicate the tax year the exemption is in effect for and you must select the box which states:</p> <ul style="list-style-type: none"> • Check 'Exempt' here if you meet both conditions. <p>Important: If you claim exemption, you will have NO Federal Wages showing in Box 1 Wages, tips, and other compensation of the W2. In addition, employees who claim Exempt must resubmit their Exempt Status by February 15 every year.</p>
8.	Please be sure to verify the information you have entered is accurate.
9.	Select the SUBMIT button in order to certify your W-4 selection. By selecting submit, you certify, “ <i>Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.</i> ”
10.	Once you have selected the submit button, you will be directed to the Verify Identity page. You will need to verify your identity by typing in your password. You will notice that your User ID is pre-populated for you. Enter your Self Service password and click CONTINUE .
11.	Click the OK button to confirm your identity.
12.	Click the RETURN TO SELF SERVICE link once you have completed your W-4 Tax Information.